CHAPTER 55

HOLISTIC TRANSITION, LEAVE WELL & VETERANS

(Sponsor: NAVY PEOPLE-PSP-Pol Dev SO1)

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CHAPTER 55

HOLISTIC TRANSITION, LEAVE WELL AND VETERANS

SECTION 1

HOLISTIC TRANSITION AND LEAVE WELL

5501. Introduction

a. The ten-year vision of the Strategy for our Veterans is that those who have served in the UK Armed Forces, and their families, should transition smoothly back into civilian life and contribute fully to a society that understands and values what they have done and what they have to offer. The Armed Forces Covenant and Chief of Defence Peoples's Veterans Strategy and Families Strategy ensures MOD discharges its responsibility to help Service Personnel (SP) and their families to make suitable preparation in-Service and beyond. JSP 534 - The Tri-Service Resettlement & Employment Support Manual prepares Service Leavers (SL) in resettlement for civilian employment. JSP 100, the Defence Holistic Transition (HT) Policy, sets the single service (sS) policy to deliver wider transition activity, including through-career Life Skills and Veteran Services (formerly Defence Transition Service) referrals.

b. The Royal Navy's (RN) focus in delivering the requirements of JSP 100 is through the promotion of Holistic Transition support for SP and families, from Basic Training through to Resettlement. Uniquely, HT recognises the importance of empowering families to secure the 'home base' and support their SP's continued service.

5502. Context

a. Serving in the RN requires commitment, sacrifice, and dedication from an SP and equally the dedicated support of their family members. In return the RN has a moral duty of care to support and sustain its greatest asset, its people. In recognition of the unique demands of Service life, Defence and the RN support its people through a range of policies, procedures, and support to sustain the RN community from joining, through their military careers to the point of discharge, and when necessary, beyond. The intent of the People and Training Directorate is to support all SP, bringing significant benefits to the individual and their family as well as the RN.

b. **The Lived Experience.** The values, standards and ethos, as outlined in the Culture Blueprint and the 'Lived Experience' of an SP is markedly different to the public in society. All SP (and their families) will leave the RN at some point. Over half leave sooner than expected and some leave at short or very short notice.

c. **Transition.** This is the process of practical, physical, and emotional adjustments that the RN community must make when leaving military service to re-integrate into civilian society. It is about ensuring that those who have served in the RN, and their families, can use their experience to live positive and fulfilling lives.

d. **The Chain of Command.** The Chain of Command (CoC) leadership function includes the facilitation of whole life personal and professional development. The CoC (the Divisional and Regimental system) has an obligation and duty of care to offer Holistic Transition, through-career support, advice, and personal and professional development, to promote and provide opportunities for SP (and their families) to plan both for a successful military career, prepare for their inevitable return to civilian life and 'Leave Well'[1].

e. **Leaving Well and beyond.** This is best achieved throughout a SP career including personal development, planning, preparation, and informed decision making. It risks being compromised or undermined if left to the last minute. Leave Well aims to go beyond a simple career path model by taking a more holistic view of family life and involving them in planning for their future.

5503. Holistic Transition

In order that the term 'transition' is understood and viewed positively throughout a career, it is important to use a different term for earlier in-career 'transition' support, which is termed 'Life Skills'[2]. Life Skills are part of the Moral Component of Operational Capability. It builds emotional and social resilience to enable our SP (and families) to reduce the impact of everyday challenges in service life. For the SP, this means improving their Individual Operational Effectiveness, a critical component of military readiness and capability, ensuring that each member of the armed forces can contribute effectively to the overall mission success. This can be achieved by understanding the individual challenges a SP will face and mitigating them (whether knowledge gaps, health issues, culture change) and by building upon the positive aspects of Service. This extends to activity for the CoC to promote and provide opportunities to improve their SPs Life Skills, and to complete their annual Life Checker, with the individual SP responsible for undertaking Life Skills, choosing when and how to do so.

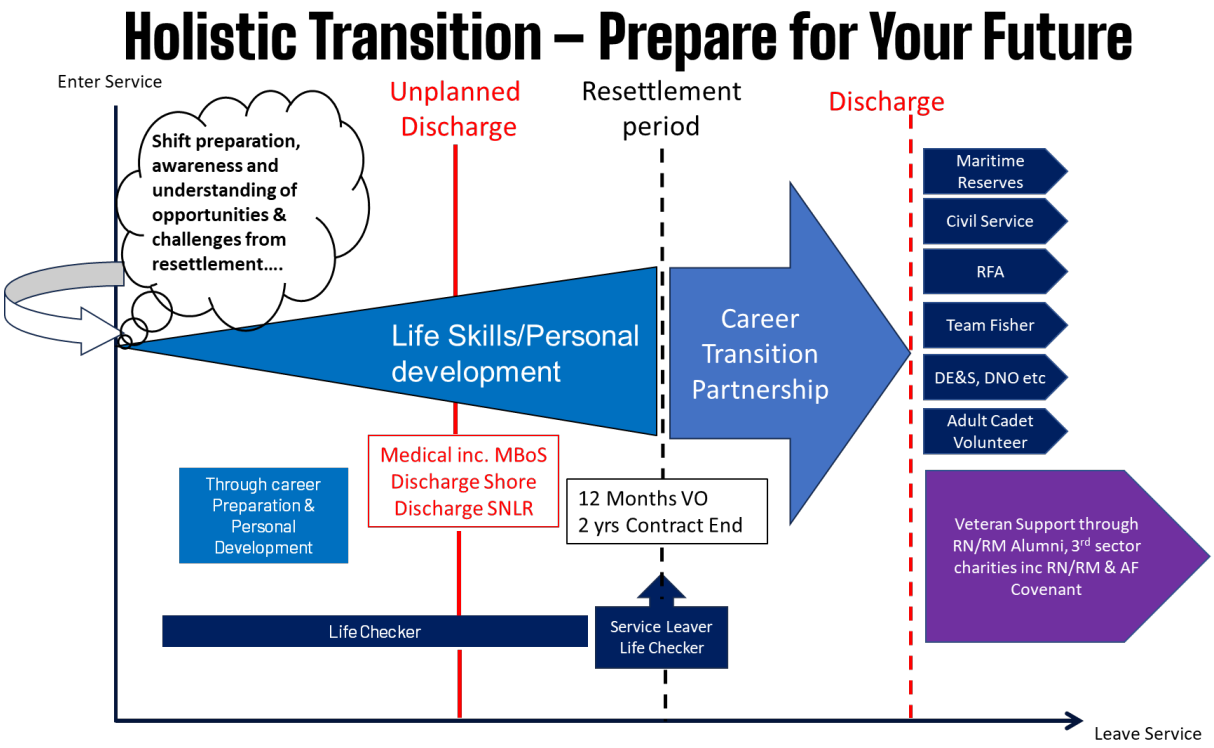
5504. Life Skills

a. Undertaking Life Skills as part of personal development opportunities also supports the understanding of the benefits and allowances that are available to our personnel during service. Engaging early with Life Skills will support not only the preparation for life beyond service, building personal resilience, awareness, experience, and confidence, but also the promotion and understanding of the new 'Navy Offer'. This enables SP to seek the support of the appropriate service or support organisation at the earliest opportunity, while supporting them and their family.

[1] JSP 100 defines 'Leave Well' as 'a Service Leaver that understands, and is well prepared for, the challenges faced with transitioning to civilian life'.
[2] Through-Career Advice, Information and Guidance on the core topics Finance, Education, Housing and (Mental) Wellbeing.

b. Life Skills are defined as 'those behaviours that underpin successful personal, social, work and civic outcomes. The accumulation of Life Skills enables SP and their families to plan and make provision, through sound decision-making, for their futures in the RN and subsequently when they transition[3] to civilian life. Life Skills builds personal resilience. It is retention positive and supports operational capability through the promotion of preventative health & wellbeing. The consequential effects will be a more resilient SP which will aid their in-service career, and a SL who is aligned to and understands wider society, knowing their options and opportunities.

Figure 55-1: Holistic Transition



[3] Transition encompasses the practical, physical and emotional adjustments that an individual (and family members), when leaving the Service, will aid successful reintegration into civilian life.

SECTION 2

PERSONAL RESILIENCE & INDIVIDUAL OPERATIONAL EFFECTIVENESS (LIFE SKILLS)

5505. Prepare for your Future

Planning for life after Service did not traditionally commence until resettlement eligibility was triggered, which was either two years prior to the end of the individuals' terms of service, as part of an administrative or disciplinary process or immediately if an individual had submitted their notice to resign. The decision for a SP to leave the service can result in a potentially stressful situation, and the RN recognises this. Earlier planning prepares the SP for a positive and successful transition for their family and the future. Underpinned by assurance, this approach comprises five elements:

a. **Inform.** Promoting CoC understanding and personal development through the provision of Life Skills information, in service benefits/opportunities and signposting to SP and families.

b. **Support.** Supporting professional development through the provision of Life Skills activity, a range of material, briefs, and advocacy by the CoC.

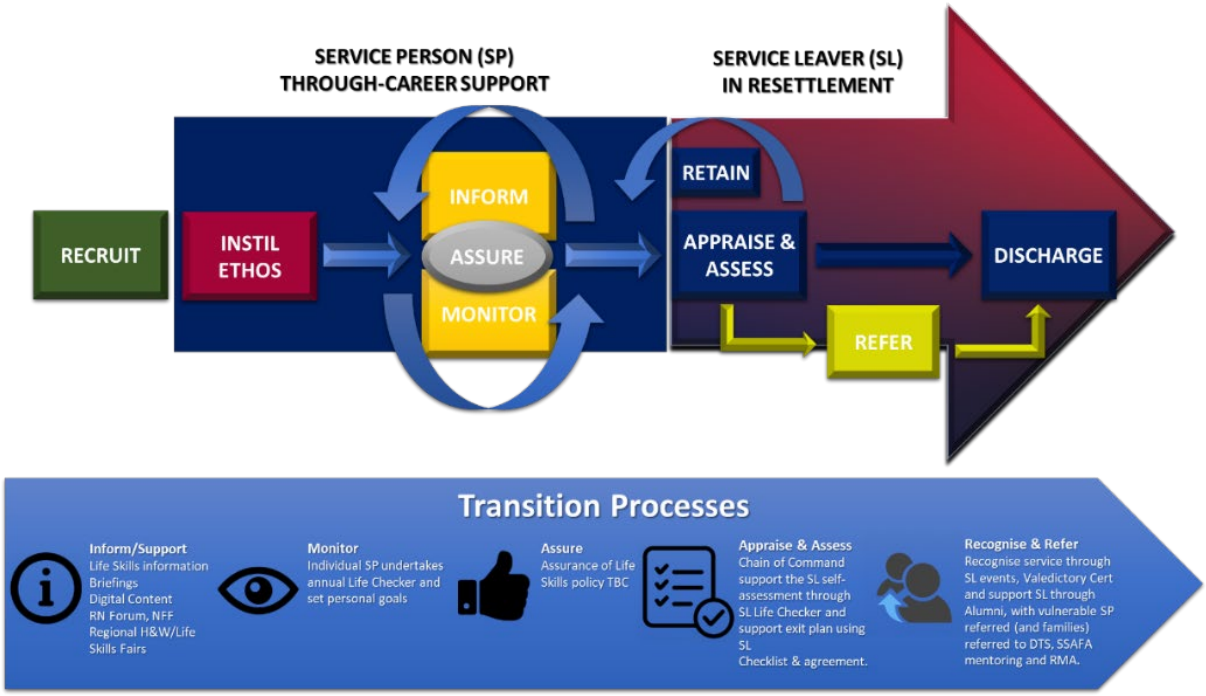
c. **Monitor.** Monitoring SP resilience and continuity of engagement with personal development & Life Skills. This is undertaken through an annual Life Checker.

d. **Appraise & Assess.** Appraising the SL on the measures and considerations that are required for a successful transition. Allowing them to assess[4] their preparedness as they enter resettlement, for life beyond the Services through a SL Life Checker and enhanced SL process, automated through SCIO.

e. **Recognise & Refer.** Referral of Personnel on Recovery Duty (PRD), Vulnerable Risk Management (VRM) SL and other SL / families with ongoing support requirements, to unit or 2nd line welfare support (RNFPS). Provide signposting to activities that acknowledge the service and commitment shown by our SP and their family, and to relevant referral agencies/organisations including Veteran Services (formerly Defence Transition Services) and the sS and tri-service (tS) charities. This must include a final check on the SL having a housing provision.

[4] Covers all categories of SL from the trained or untrained strength: Normal SL (incl. Redundancy & Compulsory Discharge), Medical SL and ESL (Early SL).

Figure 55-2: Transition Processes



5506. Inform

This is a fundamental component to the Whole Life Development (WLD) of our SP.

a. Key to development of Life Skills is the active support and promotion by the CoC. From CO through the Divisional and Regimental system, the Command maintain the obligation to ensure their SP are aware of Life Skills and of the need to maximise opportunities to develop themselves and their family. Additionally, this also aligns with the MoD 'Your Offer'. Both programmes are retention positive.

b. LDO Ops team will provide details of Life Skills within their LDO Ops brief to Units on request.

c. Life Skills briefs can be arranged for Unit Command Teams through their higher command (SUBFLOT, SURFLOT, etc), by emailing Holistic Transition & Veterans team: NAVYPEOPLE-PSPLEAVEWELL@mod.gov.uk.

5507. Support

Measures to provide Life Skills to SP and to provide the CoC with the tools to raise awareness of Holistic Transition and ensure opportunities for the WLD of their SP are being provided. These will made available online, at L&D Hubs and through the Holistic Transition team as they are developed. Annex 55A details the key allowances and entitlements on exit from the RN.

5508. Discover My Benefits (DMB)

Discover My Benefits is an online tool available both on the internet and through Defence Gateway, where SP can view the benefits and allowances for which they qualify. It is a core component of My Offer, aligns to the development of Life Skills and is tied to rank or rate, seniority, pay and other factors which are used to calculate benefits.

a. **Changing circumstances.** Benefits and allowances are recalculated when circumstances change, such as becoming a parent, deploying, or changing location. Any changes can be saved to the user's profile.

b. **My Offer.** The benefits and salary offered by the RN are rarely matched by civilian organisations. My Offer, within DMB, compares a SP's entitlement to the entitlement of someone outside of the Service. Each SP, after inputting their details, is given a tailored value for their individual reward package. SP can therefore make better informed decisions when considering leaving or extending their Service.

c. Discover My Benefits is available online[5] by searching for Discover my Benefits in your browser.

5509. Monitor

As part of the earlier preparation, all SP will be required to monitor their resilience and continuity of engagement with personal development and Life Skills. Completion of an annual 'Life Checker', a through-career self-assessment, focused on an increasing resilience, allowances, and benefits available in service is required. Life Checker provides SP with the guidance, advice and support pertinent to them across a wide range of personal and professional considerations to encourage personnel to maximise the in-service opportunities, increasing the individual's operational effectiveness. Life Checker focuses on the WLD of fundamental skills, aiming to better the SP knowledge in relation to health & wellbeing, housing/relocation, finance, children & family, learning & development.

a. The Life Checker is a mandatory requirement and **must be completed annually** by all personnel, regardless of rank or assignment:

(1) Within 4 months after starting a new assignment.

(2) Whenever an individual decides that an interim review is needed to access advice, guidance, and support.

b. Life Checker is available through MODNet on SCIO. It has also been made available through the SCIO app portal[6] which can be accessed via the Defence Gateway (including under MyNavy in Career Management section under Prepare for your Future).

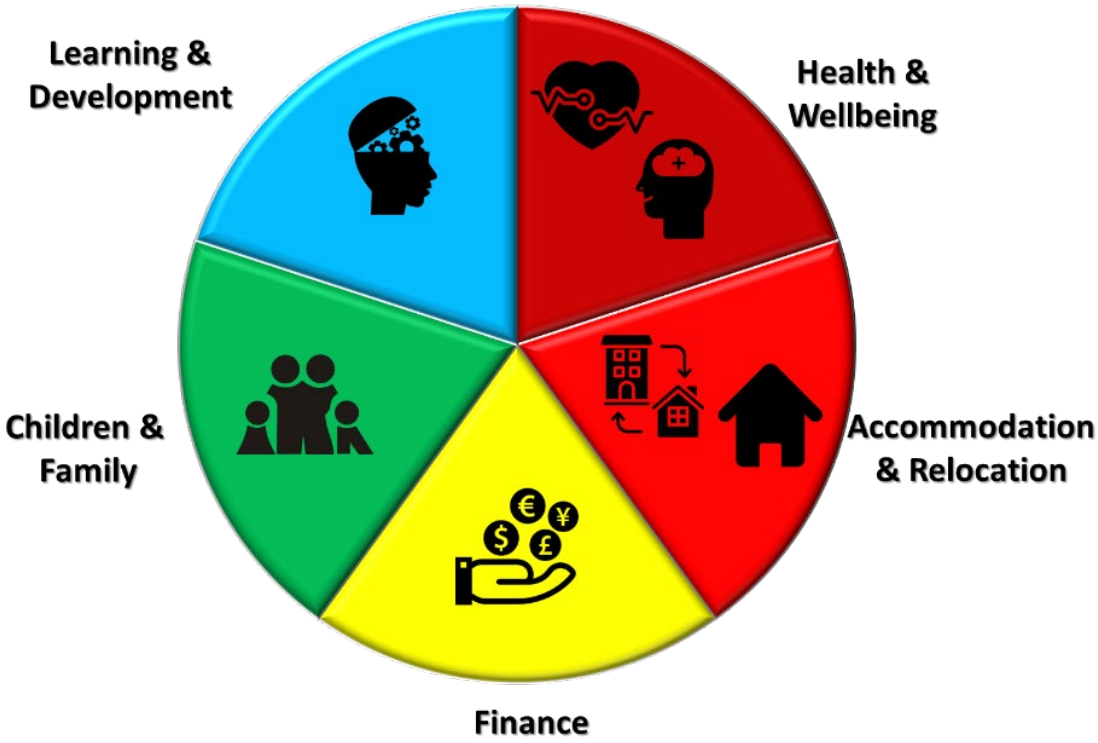
c. **Mandatory Notifications.** If a SP indicates that they are not happy with their mental health/fitness, an automated notification will be generated to the Line Manager (LM)/ Divisional Officer (DO)/Troop Commander (TC) on SCIO (Life Checker will provide a prompt to confirm this action).

[5] http://discovermybenefits.mod.gov.uk/
[6] https://scio.defencegateway.mod.uk/scio/r/myscio/mobile-theme110/home?session=304208586977160.

d. The wellbeing of a SP remains the responsibility of the CoC until the point of discharge.

e. Additional support and advice can be requested in an email to the Holistic Transition, Leave Well & Veterans team: NAVYPEOPLE-PSPLEAVEWELL@mod.gov.uk.

Figure 55-3: Life Checker components



SECTION 3

LEAVE WELL AND VETERANS

5510. Appraise & Assess

Appraising the SL on the measures and considerations that are required for a successful transition and resettlement to civilian life, along with time to consider their actions remains a CoC obligation. Allowing them to assess[7] their preparedness as they enter resettlement, for life beyond the Services through an enhanced SL process, has been automated through SCIO with the introduction of the Service Leaver Life Checker. This is a tool specifically for those leaving or at risk of leaving service. The policy for leaving the RN is detailed below. Specific guidance on termination and discharges for leaving the Service can be found within Chapter 54. Tri-Service resettlement policy is contained with JSP 534, with sS policy detailed at Para 5511 below. A detailed End to End SL process for all those leaving the RN is under development and details will be issued once this is completed. The Service Leaver Policy for the Maritime Reserves is contained in BRd 3(1) Chapter 101 and Annex 101B.

5511. Royal Navy Resettlement Policy

a. **General.** The RN adheres to the tri-Service resettlement policy[8], which is delivered by Capita personnel located within RN Learning and Development Hubs and deployable LDO Ops Officers in accordance with policies detailed in JSP 534 and where applicable JSP 100.

b. **Points of Contact.** Resettlement advice can be accessed at Learning and Development Hubs (L&D Hub) or via the Unit Education Officer (UEO), who should act as the initial point of contact for all resettlement queries. Any queries which cannot be answered should be directed, via the UEO, to the nearest regional L&D Hub.

c. Details of the resettlement process and L&D Hub support are provided at Annex 55B.

5512. Early Service Leaver Policy

a. **Scope.** JSP 534 outlines the issues and to provide guidance to units and individuals on what provision should be in place to assist Early Service Leavers (ESL) in their transition to civilian life. The aim of this section is to communicate how this policy is implemented in the RN.

b. **Definition.** An ESL is defined as a SL who is discharged[9], at their own request or for non RNMBOS reasons, from the trained or untrained strength, having completed fewer than 4 years' service at discharge.

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[7] Service leaver Life Checker and subsequent SL checklist and agreement covers all categories of SL from the trained or untrained strength: Normal SL, those discharged for administrative or disciplinary reasons, WFT, VO, Medical SL and Early SL (ESL)**. See Ch54 for details of discharge and terminations.**

[8] JSP 534 Tri-Service Resettlement and Employment Support Manual.

[9] JSP 534, Section 3, Para 0302 provides the full definition.

c. **Provision.** ESLs are entitled to a reduced provision of resettlement support as detailed in JSP 534. As a minimum, they are to receive a mandatory resettlement brief from trained staff within a L&D Hub[10]. After which they will be automatically registered with the CTP Future Horizons Programme (FHP)[11]. An ESL may opt out of CTP FHP by exception, and this must be done by the ESL contacting their CTP FHP advisor after automatic registration.

(1) The Regional Service Resettlement Adviser/Education and Resettlement Officers/Personnel Support Officers/Unit Education Officers must ensure that all ESL (from both trained and untrained strength) are made aware of the enhanced provision and are processed in a timely manner so that the CTP/FHP staff can interview the ESL and determine level of transition support.

(2) It is incumbent upon the Regional Resettlement Advisor/LDA/UEO to ensure that JPA is updated with details for ESL within 10 working days.

5513. Royal Navy Medical Discharge Resettlement Policy

The Defence resettlement policy that applies to all personnel who are subject to Medical Discharge (MD) is outlined in JSP 534, Section 6. This policy acknowledges that different levels of support are required dependent on the need of the individual and personnel should be given the opportunity to access resettlement activities in a timely manner. The process for RN personnel to access resettlement is outlined in the JSP.

5514. Compulsory Discharge Entitlement

Service Personnel undergoing compulsory discharge retain all entitlements accrued due to time served. Line Managers must ensure that persons subject to discharge undertake a mandatory Resettlement Advisory Brief with the nearest regional L&D Hub. Post Discharge Resettlement Authority will normally be authorised for a period of 12 months post discharge.

5515. Recognise and Refer

Support of all SP Personnel (and families) regardless of reasons for transition, extends the CoC duty of care to the exit process. Signposting activity that recognises the service and commitment shown by our SP and their family, including the new RN/RM Alumni, and the promotion of events and activities along with a final CO interview prior to the SP moving into MA5 which will include a final check on the SL having housing provision.

a. The need to recognise the service of our SP and their families is essential. It recognises their service and commitment of both the SL and their family and ensures that the RN undertakes proactive actions to allow them to ‘Leave Well’.

b. Referring the SL and their families to information, guidance and advice that can help them manage their transition is crucial. This can take the form of links to help and support or physical referral for help. This also includes SL events as detailed in para 5516.

[10] Guidance on who should deliver these activities and the content of the briefing and interview is contained in JSP 534.
[11] The Future Horizons Programme is delivered through the Forces Employment Charity.

5516. Service Leavers Events (SLE)

The aim of SLEs is to thank the SL and their invited guests for their support of the RN/RM Service (Regular or Reserve), Civil Service and Royal Fleet Auxiliary (RFA) Service, however long they have served past the 4-year point on discharge. Hosted by a 2* officer, these events are held across the UK in RN establishments. They are key to recognising that the family/spouse/partner also provide significant support to our SP throughout their careers and deserve gratitude. To be eligible to attend an event, individuals need to be in resettlement (not eligible to attend are SNLR/CDT failure). LGBT Veterans affected by the pre-2000 ban are welcome and encouraged to attend a SLE, as per the LGBT Veterans Independent Review (2022)[12]. Events also provide an opportunity to publicly acknowledge the individual with presentation of Valedictory Certificates or Valedictory Letters (For Civil Service and RFA). Details of the SLEs can be found at Annex 55C.

5517. Valedictory Certificates

The guidance for Valedictory Certificates is detailed in Annex 55D.

5518. Long Service Recognition Award

As part of the Senior Command Warrant Officers' (SCWO) initiative to improve reward and recognition in the Royal Navy, this scheme in conjunction with the Royal Navy and Royal Marines Charity (RNRMC), has been introduced. As the standard length of Service is 20 years, with the potential for extensions to 35 years, this award would be to recognise a career of 40+ years of Regular Service, from the date of joining up or 40+ years combined service. If there is a break in Regular Service, that time will not count towards the award. **Personnel must be serving at the time of requesting the award; it will not be awarded retrospectively.** Further details are contained in Annex 55E.

5519. Homelessness

The Homelessness Reduction Act 2017 reformed England's homelessness legislation by placing duties on local housing authorities to intervene at earlier stages to prevent homelessness in their areas, and to provide appropriate services to those who are eligible. The Act places a specific duty on public authorities to refer individuals leaving their employment or care who are at risk of homelessness, to a local housing authority. Under the Act, the Secretary of State for Defence, in relation to members of the Regular Armed Forces, those from the Maritime Reserve on FTRS or mobilised service, is considered a public authority and as such is subject to the Duty to Refer policy. This act does not cover locations outside of England, but the RN retains a moral duty of care to all our personnel across the UK.

a. **Homeless Definition.** Someone is defined as being threatened with homelessness where they are likely to become homeless within 56 days or have been served with a valid notice under section 21 of the Housing Act 1988[13] by their landlord, which expires within 56 days.

[12] https://lgbtveterans.independent-review.uk/ As part of the LGBT Veterans Independent Review (IR) published in Jun 2022, recommendation 15 (R15) stated that veterans who have been affected by the pre-2000 ban should be offered the opportunity to attend a service event for restoration.

[13] https://www.legislation.gov.uk/ukpga/1988/50/section/21

b. **Statutory Duty to Refer**[14]**.** The duty requires all COs or others with duty of care (LM/1ROs) on behalf of the Secretary of State for Defence, to identify and refer SPs who may be homeless and those SLs who are leaving service and are homeless or may be threatened with homelessness, to a UK local housing authority of the SP's choice. The SP/SL must consent to the referral being made. The consent can be made in writing or given orally. A person is considered homeless if:

(1) They do not have any accommodation which is available for them which they have a legal right to occupy.

(2) It is not reasonable for the person to occupy their current accommodation, for example, because they would be at risk of domestic abuse (see paragraphs 6.3-6.4 of the Homelessness code of guidance[15]).

c. **Identifying when a referral might be required for SP.** It is a **statutory duty** to refer those at risk of homelessness to a local housing authority. SL who are at risk of becoming homeless should in the first instant seek advice from Veteran Services. Should the risk of homelessness be combined with additional welfare issues the SL/family should be referred to Veteran Services. COs or others with duty of care (LM/1ROs) will usually know if a SP begins 'sleeping rough' and is therefore actually homeless. They may also become aware of SP who are homeless but not roofless (sometimes described as 'sofa surfers') if they provide 'care of' addresses or frequently change their address. Identifying that a family, couple, or individual is threatened with homelessness is less straight forward. The following are factors that would indicate that a SP may be threatened with homelessness and should be asked about their housing circumstances:

(1) Problems with debt, particularly rent or mortgage arrears;

(2) Problems with a property owner (landlord), being threatened with eviction or served notice to leave;

(3) Being a victim of domestic abuse, other forms of violence, threats/intimidation;

(4) Approaching their end of Service date, with no accommodation available to them and/or their family. They must be provided an NTV/certificate of cessation to prove their loss of entitlement if in service accommodation.

[14] JSP 100 Ch 5.
[15] https://www.gov.uk/guidance/homelessness-code-of-guidance-for-local-authorities/chapter-6-homeless-or-threatened-with-homelessness

d. **Supporting the SL/SP and their family.** The provision allows a SL to choose which local housing authority they are referred to. In terms of the SP, this is likely to be their Base Port or area the family comes from, or is already settled into and, for SL, when exiting service. When discussing a referral and offering guidance, it is important to be aware that local housing authorities owe more duties towards homeless applicants who have a local connection with their area.

(1) The Armed Forces Covenant does not seek to provide our people or Veterans with advantage, merely remove any disadvantage[16].

(2) If a person asks to be referred to an area that they do not have a local connection to, the local housing authority might subsequently refer them on to another local housing authority to which they do have a local connection.

(3) In general, someone is likely to have a local connection to an area if they, or their spouse/partner live or have lived there, work there, including in previous assignments, or have a close family connection.

e. Details on the process to be followed to support those who may be at risk of homelessness can be found at Annex 55F.

5520. Release Office

Key to Leave Well is ensuring that the final interaction is a positive experience. The task of rendering the MoD 90 unusable for entry to MoD establishments should be undertaken sensitively, explaining that if the SL wishes to retain their ID Card, it is a PSYA requirement that the corners be snipped. Equally, the Release Office should also usually ask the SL if they/their family are at risk of homelessness upon discharge, signposting them to Veteran Services or SSAFA mentoring if they are at risk. The Release Office should also take the opportunity to inform the SL that they will receive their Veterans ID card and pin badge within 56 days of their termination date, and that they can replace their AF Railcard with the Veterans Railcard, receiving the same benefit.

5521. Alumni Platform

The RN hosts an Alumni platform on the Defence Gateway. This platform supports Service Leavers with information, guidance, mentoring, employment support and opportunities within the Continuum of Service[17]. RN Alumni members have lifelong access to the Alumni Platform.

[16] Homelessness code of guidance for local authorities - Chapter 24: Former members of the armed forces - Guidance - GOV.UK (www.gov.uk)
[17] Part Time Volunteer Reserve (Maritime Reserves), Full Time Reserve Service, Civil Service, RFA, MPGS, Team Fisher, DNE, DE&S, Cadet Force Adult Volunteer.

5522. Continuum of Employment and Spectrum of Service

Our future success as a nation is dependent on our ability to access and unlock the right talent and skills at the right time in the right place. Whilst there are opportunities in civilian life, there are further opportunities to support wider defence.

a. **Reserve Liability.** In most cases, there will be a requirement for those who leave regular service to hold a Reserve Liability for a period of time under the Reserve Forces Act 1980 or 1996. BRd 3(1) Chapter 54 provides further details on this.

b. **Re-entry.** Details on re-entry in the RN are detailed in BRd 3(1) Chapter 12.

c. **Further Service.** There are many opportunities available for SLs from wider defence and MoD partners, including the Civil Service, Part Time Volunteer Reserve; Maritime Reserves (The Firefly Scheme), Full Time Reserve Service (FTRS), Royal Fleet Auxiliary (RFA), Military Provost Guard Service (MGPS), Defence Equipment & Support (DE&S), Defence Nuclear Enterprise and Cadet Force Adult Volunteer (CFAV). These are just some of the many industries that recognise the different skill sets SLs have. All SP should be encouraged to consider continuing career opportunities within MoD supporting organisations. Many of these organisations have dedicated entry routes for ex-service personnel. Further details are contained in Annex 55G.

ANNEX 55A

ALLOWANCES & ENTITLEMENTS ON EXITING THE RN

Served (Date of Entry to Termination Date)	Resettlement Time	Warrants	Funding[1]	ELC Entitlement	Lump Sum[2]	Publicly Funded FE/HE Eligible[3]
<6 Years	0 Days	0	£0	£0	£0	N
6+ Years	20 Days	4	£534[1]	3 x £1000 1 x £3000	£0	Y
8+ Years	25 Days	5	£534[1]	3 x £2000	£0	Y
12+ Years	30 Days	6	£534[1]	3 x £2000	Resettlement Grant	Y
16+ Years	35 Days	7	£534[1]	3 x £2000	Resettlement Grant	Y
18+ Years (AFPS 05)	35 Days	7	£534[1]	3 x £2000	Early Departure Pension Payment Lump Sum (Must be aged 40+)[2]	Y
20+ Years (AFPS 15)	35 Days	7	£534[1]	3 x £2000	Early Departure Pension Payment Lump Sum (Must be aged 40+)[2]	Y

Notes:

1. £534 Funding – Equivalent to 20 days of contract funded courses with Career Transition Partnership (Providing up to £3000 worth of training).

2. A tax free Resettlement Grant £14,059 (Apr 25)). Use the Armed Forces Pension Calculator (online) to forecast your personal EDP Lump Sum and Annual Early Departure Payment Figures.

3. This scheme provides funded access from full state subsidised tuition fees for eligible SL undertaking their first FE or HE level qualification. Guidance on eligibility should be sought from Ed staff.

ANNEX 55B

RESETTLEMENT POLICY AND L&D HUB SUPPORT

Role	Resettlement Associated Responsibilities	Learning Credit Associated Responsibilities
LDA	1. Conduct 2nd Line support for all RN Service Leavers (SL) and for RAF and Army personnel employed on RN establishments and units. 2. Provide Resettlement Advisory Brief Mandated Interview for all TS SL iaw JSP 534. 3. JPA access to: • authorise workflows (inc. travel), • reassign personnel, • update GRT entitlement, 4. Initiate application for resettlement services and CTP registration. 5. Authorise UK Civilian Work Attachments (CWA), Training Attachments (CTA) and Individual Resettlement Preparation Activity (IRP) 6. Liaise with UPO over payments for IRTC and SLCs (some hub LDAs will make payments themselves). 7. Registration of non-standard medical SL (including completion of TAF section 4). 8. Signpost vulnerable SL to appropriate services (inc. but not limited to Veteran Services, RNRMC, Proj NOVA).	Provide advice on SLC, ELCs and PF FE/HE for both serving personnel and veterans. Update ELC account with email, TX date and postal address. Password resets. Authorise routine in service claims.
Regional Service Resettle-ment Adviser	1. As above plus: a. Act as JPA resettlement super users for all resettlement-oriented tasks. b. Staffing TAF to CRM SO1 where SEC support is required c. Post discharge resettlement support. d. Manage network of resettlement best practice. e. Raise queries with Resettlement Pillar Lead as required for all delivery issues. f. Raise queries with Resettlement Policy Lead as required for all policy issues. g. Provide resettlement staff training support and assurance. h. Maintain statistics on: Resettlement interviews/RABS conducted, Vulnerable SL and SL refusing RAB.	As above.

(Continued)

Role	Resettlement Associated Responsibilities	Learning Credit Associated Responsibilities
Regional L&D Officer	1. Authorise delegated Post Discharge Resettlement. 2. Oversee resettlement staff training support and assurance. 3. Oversee network of resettlement best practice. 4. Delegated Resettlement Pillar lead is RLDO(N). 5. Raise queries with NCHQ Policy lead as required.	Raise queries with NCHQ Policy lead as required.
NCHQ L&D Policy lead	1. Authorise overseas resettlement, Civilian Work and Training Attachments. 2. RN representation at Tri Service Level. 3. Authorise Post Discharge Resettlement Authority. 4. Policy advice and exceptions. 5. ELCAS Finance returns. 6. PQs and Service Complaints. 7. Liaison with ELCAS, CTP, sS, TSLD[1]. And Learning Providers. 8. ELC and PF FE/HE advice and guidance. 9. Veteran ELC support.	

[1] Talent Skills Learning and Development – formerly TESRR.

ANNEX 55C

SERVICE LEAVER EVENTS

1. The Service Leaver Event is part of improvements to the leaving process which seeks to form a positive narrative about the RN during the leaving process. This will ensure our leavers remain advocates for service in the RN with SLs able to maximise the opportunities within the Continuum of Employment within the wider Whole Force (Part Time Volunteer Reserve, Civil Service, RFA, Cadet Force Adult Volunteers).

a. **Event Structure.** These events will take the form of a drinks-reception-style event that includes light refreshments (food and beverages). For those who wish, Valedictory Certificates/Letters can be presented, accompanied by a citations outlining their career and contribution to the RN. Each SL eligible to attend can invite up to 2 guests to attend with them. Children and additional guests may attend subject to space and the SL should contact the event organisers for confirmation.

b. **Registration and Event Locations.** Registration, dates and event locations across the UK will be promulgated in an annual RNTM.

c. **Charities.** Several service charities will be invited to provide support and advice to those leaving. These may include the RN and RM Charity, Royal Naval Association, Royal Marines Association, the RM Charity, Association of RN Officers, the White Ensign Association and SSAFA Mentoring.

d. **Photographs.** There will be a photographer in attendance to take photographs of certificates as they are awarded as well as pictures of the SL with their guests. Photographs will then be emailed to participants of the event as part of the feedback process.

e. **Support.** An annual RNTM will detail the correct POC for events and also provide additional advice and guidance**.**

f. **Travel.** Resettlement travel warrants can be used to attend a SLE, subject to the SL having remaining resettlement warrants and suitable business insurance to use their private vehicle for themselves and their guests**.** All resettlement activity must adhere to the local training caveat, and it is anticipated SL will attend their local SLE. If a SL chooses to attend an event at a different location, additional T&S will not be authorised. In accordance with T&S policy if accommodation is required then service accommodation must be utilised in the first instance. If the SL is accompanied by guests who cannot utilise service accommodation, resettlement T&S will not be authorised for additional accommodation requirements.

g. **Dress Code.** No 1Bs for RN (medals, no sword) and 1C Dress – Lovat Undress for RM is the standard dress code for a SLE as shown in the images below. A suit/jacket and tie (or equivalent for those who wish) is a suitable alternative for those who do not wish to wear No 1 dress. Details for dress regulations are found in BRd 3(1) Ch 39 (RN Officers and Ratings), Ch 40 (RM Officers and Other Ranks) and Ch 41 (RFA Officers and Ratings).

ANNEX 55D

VALEDICTORY CERTIFICATES

1. The following information covers the valedictory process for OF4s and below. The current process for OF5s and above remains extant and any queries on this should be sent to the Naval Assistant's office at NAVYPEOPLE-TRG-SOCTM-Mailbox@mod.gov.uk.

a. Service in the RN (including RM) is recognised by the award of a Standard, Bronze, Silver, or Gold Valedictory Certificate dependent on the length of service. OF4s and below who complete a minimum of 4 years by their final day of service will receive a Valedictory Certificate on retirement.

Table 55-1: Qualifying times for Valedictory Certificates

Valedictory Certificate	Years of Service	Signatory Level	Administered by
Standard	4 to under 15 years	Commanding Officer or equivalent	The Individual's Unit
Bronze	15 to under 25 years	Dir P&T	The Office of Protocol
Silver	25 to under 35 years	2SL	The Office of Protocol
Gold	35 years and above	1SL	The Office of Protocol

b. Similar to Regular Service, Valedictory Certificates for Volunteer Reservists are assessed on length of reckonable service. Reckonable service is based on PTVRs serving on the following Lists: List 1, List 2, List 4 and List 5. Time served on List 3 will not count towards reckonable service and time spent in the URNU as a student cadet will also not count. The timeframe for the award of each level of Valedictory Certificate is the same for Regular Service as detailed in table 1 above. Bronze, Silver and Gold Valedictory Certificates for Reservists will not be automatically produced by the Office of Protocol and must be applied for by the Unit using the Form at Appendix 55D1. For planning purposes, the Line Manager / Divisional Officer (LM/DO) is advised to apply at least 6 months prior to the termination date.

c. Those who transfer seamlessly[1] to FTRS[2] commitments will not receive a Valedictory Certificate when leaving Regular Service. They will continue to accrue service towards their Valedictory Certificate and receive one certificate at the end of their final FTRS commitment which will reflect their combined length of service.

d. FTRS personnel who received a certificate on departure from Regular Service may opt to request a further Valedictory Certificate at the end of their total period of FTRS. The new certificate will reflect their combined length of service.

[1] For the purpose of Valedictory Certificates, a seamless transfer to FTRS is considered to be an FTRS commitment which starts within 3 months of the TX date from Regular Service.
[2] For the purposes of Valedictory Certificates, the policy for FTRS personnel will also apply to those working in the Royal Naval Careers Service.

e. Bronze, Silver and Gold Valedictory Certificates for FTRS personnel will not be automatically produced by the Office of Protocol and must be applied for using the proforma at Appendix 55D1; the LM/DO is to notify the Office of Protocol when a Valedictory Certificate is due. Similarly, if a Valedictory Certificate has been requested but the Service Person either extends or commences a new FTRS commitment, the LM/DO is to inform the Office of Protocol.

f. Those in ADC/VERRs commitments will be treated in accordance with sub-para e and their LM/DO can apply for a Valedictory Certificate if they meet the qualifying criteria.

g. Service personnel (SP) who undertake the UY/SUY/WOCS routes will receive their Valedictory Certificate on leaving the Service, unless they then commence a FTRS commitment (sub-para c).

h. SP who transfer between the RN and RM, and vice versa, without a break in service will receive a Valedictory Certificate at the end of their total engagement/commission.

i. SP who leave Regular Service and transfer to the RNR/RMR will receive the appropriate level of Valedictory Certificate at the point of leaving Regular Service. Any subsequent reckonable service within the Volunteer Reserves will be added to their previous Regular Service and the appropriate level of Valedictory Certificate will be presented on leaving the Volunteer Reserves to reflect their full combined service.

j. SP who transfer to the Army or RAF may apply for a Valedictory Certificate appropriate to their length of service in the RN at the time of transfer. The LM/DO should apply for this using the proforma at Appendix 55D1.

k. Civil Servants do not fall under these arrangements for Valedictory Certificates. Service in the Ministry of Defence as a Civil Servant (including those who transfer under TUPE arrangements) is recognised by the award of a Valedictory Letter after 10 years or more employment[3]. Civil Service Valedictory process is to be delivered by the Civil Service Centre of Excellence (CSCoE) and further information can be received by contacting NAVYPEOPLE-HQCSCOE@mod.gov.uk.

l. The Valedictory Certificate policy for the RFA is awarded for 10 years or more employment and is delivered by the RFA team. Contact navypeople-rfaleavewellteam@mod.gov.uk for advice.

m. SP who are Discharged SHORE will receive Valedictory Certificates in the normal manner. Valedictory Certificates will not be produced for those who are Discharged Services No Longer Required (SNLR) or for those who are Dismissed as a result of disciplinary action.

[3]Civil Service Leaving the Department Policy https://modgovuk.sharepoint.com/:w:/r/sites/IntranetCivilianHRPeoplePortal/_layouts/15/Doc.aspx?sourcedoc=%7B1AB8921B-D267-462A-8B16-B3F457DC83A9%7D&file=Leaving%20the%20Department%20Policy.docx&action=default&mobileredirect=true

n. In exceptional circumstances, a Commanding Officer may consider a Valedictory Certificate in cases of Dismissal or Discharge SNLR. A Standard Valedictory Certificate may be produced at the Commanding Officer's discretion. Exceptional cases for Bronze, Silver or Gold Valedictory Certificates must be referred to the Naval Secretary via the Office of Protocol (NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk). These requests must include a summary of the circumstances leading to the Dismissal or Discharge SNLR, and an outline of why the Commanding Officer supports the case for exception.

o. A Valedictory Certificate will be issued in accordance with the eligibility criteria. LM/DO are responsible for ensuring Valedictory Certificates are applied for using Appendix 55D1 once medical discharge has been confirmed.

p. Commanding Officers are responsible for the administration of all Standard Valedictory Certificates. Templates can be downloaded from the links within the extant RNTM on Valedictory Certificate Process and are to be printed locally, in colour, on quality card and signed by the Commanding Officer.

q. The Office of Protocol will identify individuals in Regular Service who are entitled to a Bronze, Silver or Gold Valedictory Certificate. For Gold Valedictory Certificates, Appendix 55D1, which includes a personal citation, must be completed by the SPs LM/DO and sent to NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk. The Valedictory Certificate will not be progressed until this is received. Guidance on writing a personal citation is provided at Appendix 55D1. For planning purposes, the LM/DO is advised to provide the citation at least 6 months prior to the termination date.

r. For Maritime Reservists, the Unit (working with the relevant Capability Area) is to notify the Office of Protocol when a Valedictory Certificate is required using the proforma at Appendix 55D1. Units are to establish the number of years of reckonable service an individual has achieved and confirm this on the proforma; this information can be confirmed via the relevant RSU. Note that time served on List 3 is non-reckonable. For planning purposes, the LM/DO is advised to apply at least 6 months prior to the termination date.

s. Using the proforma at Appendix 55D1, the LM/DO of personnel concluding their final FTRS commitment is to notify the Office of Protocol when a Valedictory Certificate is required. For planning purposes, the LM/DO is advised to apply at least 6 months prior to the termination date.

t. Some SP may receive an Extension of Service, often shortly before their original TX date. In this situation a Valedictory Certificate is not required, and they will receive one at the end of their service. Please contact the Office of Protocol if an EOS is likely or has been received so the Valedictory Certificate production can be paused, and/or, cancelled once the outcome of the EOS application is known.

u. If you are aware that an individual's service history is not fully shown in JPA, for example, previous service numbers or a long period with breaks in service, please contact the Office of Protocol. Provide the exact dates served so the length of service can be calculated, and certificates raised with the correct information.

v. When Acting Higher Rank (AHR) has been held in the final assignment, and for a minimum period of 2 years, the Valedictory Certificate will reflect the higher rank. This applies to Officers[4] and Ratings/RMORs. Where the AHR was held in previous assignments, but not the final assignment, or when the period of AHR was less than 24 months, the Valedictory Certificate will be produced in the substantive rank.

w. If a Gold Valedictory Certificate citation is required for a SP who has spent 6 months or less in a PSG immediately before leaving the Service, the PSG will work with the Office of Protocol to contact the individual's previous reporting chain to provide this. The previous reporting chain should expect to undertake Valedictory Certificate administration for SP who have been assigned to a PSG for a short period prior to leaving the Service.

x. SP not working in a RN/RM Unit during their last 12 months of service will need to make sure their Chain of Command are aware of this Valedictory Certificate process.

y. The LM/DO is to inform the Office of Protocol if a SP is leaving early. Every effort will be made to produce and obtain signatures for those leaving at short notice. However, the LM/DO should liaise with the Office of Protocol at the earliest opportunity.

z. Once signed, the Bronze, Silver and Gold Certificates will be despatched to the Commanding Officer / nominated individual of the recipient. All Valedictory Certificates should be presented at an appropriate occasion by the Chain of Command. For those wishing to have their Valedictory Certificate presented at a Service Leaver event should refer to para 5516 and Annex 55C.

[4] Officers who have held AHR for a minimum of 2 years are advised to read RNTM 01-075/23 Honorary Rank on retirement.

APPENDIX 1 TO ANNEX 55D

VALEDICTORY CERTIFICATES APPLICATION PROFORMA

1. The Valedictory Certificate Application Proforma is to be used for Regular Service Gold Valedictory Certificate citations and all FTRS and Maritime Reserve Bronze, Silver and Gold Valedictory Certificate applications. To be sent to the Office of Protocol NAVYNAVSEC-PROTOCOLCofE@mod.gov.uk).

Service Number	
Rank and Full Name **(Branch titles to be iaw with BRd 3(1) Annex 65A)**	
Final day of Service **(Not last day in the office)**	
Please provide exact service dates. This may include: • **Breaks in Service (such as Career Breaks).** • **Reserve and Regular Service.** • **Time spent on List 3 or in the URNU as a student for Part-Time Volunteer Reserves.** • **Periods on FTRS.**	
Total Length of Service in full years	
Citation of no more than 400 characters including spaces (Not 400 words) **See below for guidance on writing a citation**	**Only complete this section for SP with more than 35 years of Service.** *In particular, I wish to highlight….*
Current Unit Address and Commanding Officer or Line Managers name for the Valedictory Certificate to be sent to.	

GOLD CITATION GUIDANCE

1. LM/DOs are requested to read the pre-loaded text on the Gold Certificate, as displayed below, to avoid duplication of words or phrases. The citation is to be written in the same style as the pre-loaded text.

Pre-loaded text on the Gold Certificate.

On behalf of His Majesty The King and the Admiralty Board, I would like to record our sincere gratitude for your long service and dedication on the occasion of your retirement from the Royal Navy/Royal Marines on the (TX DATE).

Your extraordinary dedication to your Sovereign and the Nation through a remarkable (XX) years' service in the Royal Navy/Royal Marines is of the highest order and exemplifies the finest traditions of the Service. In responding to the many operational demands you have faced throughout your distinguished career, you have played a significant role in the safeguarding of the United Kingdom, the Commonwealth and our other allies, providing for the security of those who pass on the seas. Your successes are too numerous to record individually, but they have each been due to your infinite professionalism, dedication and loyalty; you should be justifiably proud of your achievements and the legacy you leave behind.

The Career Precis (as provided by the LM/DO) will be inserted here.

I trust that you and your family, without whose support this would not have been possible and for whose sacrifices we are also grateful, will always consider yourselves to be part of the Naval/ Corps family. The Board joins me in sending you our very best wishes for every happiness and success in the future.

2. Citations can be **400 characters (including spaces)** and must start 'In particular, I wish to highlight[1]'. Double spacing after full stops is to be used.

3. Consider including:

a. Any career highlights such as op tours or deployments, were there any particular ships, submarines, establishments or units they served with (include names if space), and any particular appointments held.

b. If referring to previous ships, please make it clear whether, at the time of their service, they belonged to Her Majesty or His Majesty.

c. Any particular successes, specialisms or traits they were known for.

d. Did they make an impact in a particular area?

e. Any assignments that can be singled out for praise, enjoyment or high profile.

f. Highlight State Honours, MSMs and any Commendations and why they received them. Avoid mentioning OSMs/GSMs and LS&GCMs.

[1] In particular, I wish to highlight' forms part of the 400 character total.

4. The following example citations may assist in preparing the content and tone of the personalised citation for approval by 1SL's Office:

In particular, I wish to highlight your exceptional career serving in a variety of ships including HMS ARGYLL as the XXXX. Delivering engineering excellence from the shore, your contribution to the Queen Elizabeth class aircraft carrier build project was outstanding. Your passion, vigour and impressive leadership skills have been the hallmarks of your remarkable service.

In particular, I wish to highlight your eminent career which has seen you serve as a XXXX above and below the water. You have deployed on Operations TELIC and HERRICK and have delivered extraordinary support and strategic effect around the globe in operationally focussed roles. An outstanding ambassador for the Service you were awarded the Meritorious Service Medal.

In particular, I wish to highlight your steadfast commitment to the Submarine Service since joining as a XXXX. You have delivered logistical excellence in HM Submarines TORBAY, TRAFALGAR and TRIUMPH before a final seagoing assignment in HMS VIGILANT. Your outstanding contribution has been justly recognised with the award of the MBE and a 3 Commendations.*

In particular, I wish to highlight your impressive career which saw you join as a XXXXX and leave as a Chief Petty Officer XXXX. Your contribution to the Fleet Air Arm was exemplary and you voluntarily supported the XXXX. Subsequently, you joined the Royal Naval Reserve and your service was justly recognised by the award of the Queen's Volunteer Reserve Medal.

In particular, I wish to highlight your remarkable commitment to the Royal Naval Reserve and your contribution to delivering operational output. You have served in numerous ships and undertaken appointments in NATO and NCHQ. Supporting unit activity, the pinnacle of your exemplary career was as the Commanding Officer of HMS XXXXX.

In particular, I wish to highlight your outstanding career which has included deploying with distinction on operational tours with 45 Commando, Commando Helicopter Force, Commando Logistic Regiment and 1 Assault Group. Your steadfast commitment to 3 Commando Brigade and the wider Corps family epitomises the ethos and core values of the Royal Marines.

In particular, I wish to highlight your exceptional career during which you have served with distinction in all theatres of warfare, specialised in amphibious operations and instructed at every level. Inspiring future generations through your appointments as XXXX and as the XXXX of XXXXX your Defence level impact has been rightly recognised through the award of the MSM and MBE.

In particular, I wish to highlight your distinguished career which has included serving in 11 warships and deploying on operations around the globe. Your coordination of Operation XXXXX and the Maritime Security Operation for XXXXX was outstanding. A true ambassador for the Service, your expertise as the XXXX supported operations in a key region.

ANNEX 55E

LONG SERVICE RECOGNITION AWARD

1. The Long Service Recognition Award is a gift, funded by the RNRMC, symbolising exceptional time in Service; it will be presented along with the Valedictory Certificate as an SP leaves the Royal Navy.

a. The opportunity to apply for the award is open to all ranks and rates, regular and reservist personnel. Qualifying Service is set at a minimum of 40 years, with no maximum limit. This is measured from the day of joining up, irrespective of age. Regular personnel are to have completed a minimum of 40 years since joining or 40 years combined service if they have had an authorised career break. Maritime Reserves will also be eligible and will have to meet the following requirements[1]. Either:

(1) Ex-Regulars (Royal Fleet Reserves) personnel may aggregate both Regular Service and FTRS. Ex Regulars that join the Maritime Reserves (MR) (RNR, RMR), the RNCS or undertake FTRS with aggregated Regular and Reservist time in Service accruing to 40+ years. There is to be no break in Service clause: all reckonable service will be counted, no matter how long the break in service was. However, any time spent out of service will not be counted towards the award including time when the individual was subject to a callout liability as part of the Regular Reserve of their parent Service.

(2) MR personnel (RNR, RMR), that have 40+ years' reckonable service on the MR Active Lists (List 1 List 2, List 4 and List 5) or various accrued Reserve time can count if there is no gap in service, e.g. 25 years RNR then 15 years RNCS.

b. **Award Criteria.** The award will be a gift up to the value of £250. The recipient selects one gift to a value of £250 which must have a connection to the Royal Navy and is approved by the SCWO Selection Board (detailed in sub-para c). Alternatively, they can use £250 as a part payment of a gift which has Royal Navy significance. If only part of the award is used, e.g., a gift costs £150, **the remainder cannot be used against any further gifts or for a cash payment.** The award is a one-time payment and should be used to purchase something which is relevant and worthy on a personal scale rather than the wish to place a monetary value on it. Some examples are given in Appendix 55E1[2]. There is an expectation that personnel would recognise the donation from the RNRMC in any media publicity.

[1] Advice may be sought from COMMARRES to confirm eligibility and acceptance of Service validation.
[2] These are not recommendations or endorsements but give an example as to what gifts carry Royal Navy significance. It is the responsibility of the Service Person leaving to research and negotiate all gifts. The award process is for the allocation of funds only.

c. **Selection Board.** Prior to submission of this application, the Divisional Officer/Troop Commander[3] is to verify via JPA that the qualifying criteria have been met and are then to complete Appendix 55E1 and email it to the Protocol WO1, NAVY PEOPLE-HQ PROTOCOL WO1, who will check the applicants details via JPA. The application form will be forwarded to the RNRMC for approval. It is emphasised that this is recognising Service in the Royal Navy and the award can only be used for gifts which have a Royal Navy significance. If there is any doubt, the SCWOs[4] will convene a Board and vote on the eligibility. The Protocol WO1 will then submit the form to the RNRMC for the release of funds for the gift.

d. **Funds.** The amount requested will be transferred to the requested bank account. It is the responsibility of the Service Person to ensure that all further monetary transactions are carried out correctly. The purchased gift is to be brought in ready for presentation. If the money is transferred to a personal account, once the gift has been purchased, the DO is required to email mygrant@rnrmc.org.uk a copy of the scanned receipt. Funds will only be released once a copy of the receipt has been provided.

e. **Presentation.** The presentation of the gift will be in addition to and at the same time as the Valedictory Certificate[5], before a Service Person leaves the RN. The onus is on the person leaving, along with their DO, to apply in plenty of time to achieve this **(a minimum of 21 days is required to release the funds).** The process cannot be rushed or abridged because of tight timescales. It would be presented ideally by a Senior Officer of Flag Rank[6] along with a representative of the RNRMC; however, it is recognised that this may not always be achievable and therefore may be deferred to the Commanding Officer. The DO is responsible for the organising of the presentation of the gift and Valedictory Certificate.

f. Further information regarding this award, can be gained from the Protocol WO1, or the SCWOs: NAVY-1SLCNSSeniorCommandWO@mod.gov.uk.

[3] This is further abbreviated as DO.
[4] SCWOs: Warrant Officer to the Royal Navy, Fleet Commander's Warrant Officer, Second Sea Lord's Warrant Officer, Royal Marines Corps RSM, and the DE&S Command Warrant Officer,
[5] This award process does not initiate the Valedictory Certificate process. The DO will still have to apply for that via the standard means.
[6] The Maritime Reserves gift would be presented to the individual as they leave the Maritime Reserves. Ideally by COMMARRES; however, if not available by a suitable Commanding Officer, Regular or Reservist.

APPENDIX 1 TO ANNEX 55E

LONG SERVICE RECOGNITION AWARD

REQUEST FOR FUNDS TO BE RELEASED

IMPORTANT DECLARATION:
I agree that the RNRMC may process personal data contained in this application as per the terms set out in the RNRMCs Privacy Policy.

YES/NO

Complete the LSRA application via the RNRMC website, at the following link: https://www2.grantrequest.co.uk/application.aspx?sid=140&fid=35025

On completing the form, it should be emailed to: WO1 Protocol, NAVY PEOPLE-HQ PROTOCOL WO1 for approval.

OFFICE USE ONLY:

Declaration and Approval by WO1 Protocol	
I confirm that I have verified via JPA that the recipient has completed a minimum of 40 years' service and that the gift requested has a Royal Navy significance.	
Approval is hereby given for the LSRA application to be processed by the RNRMC.	
Signature:	
Date:	

Examples (Google the stores):

1. **HMS Stores** – Various military style gifts.
2. **Pronto Images** – Various military style gifts.
3. **Hattons of London** – Bespoke Coins.
4. **Forever Jack** – Various military style gifts.
5. **CWC Watches** – Military style watches.
6. **Customised Charts with a Ship's Crest** - Nautical charts with a personalised crest.

These do not constitute endorsements or recommendations. The responsibility is on the person leaving the Service to ensure that the gift they are purchasing is available and of the quality they are looking for.

ANNEX 55F

HOMELESSNESS

The process for supporting our people with their housing to ensure they do not leave the RN without a home is a key task. The following process ensures the CoC support our SL.

1. **Obtaining Consent[1].** For those personnel in service, **Life Checker** may act as the initial indication as to potential challenges, and for housing issues, the DO/TC should refer SP to RN Family and People Support (RN FPS) via the 'RN FPS' portal. For those leaving the RN, the DO/TC (or LM/1RO) should be undertaking an exit discussion with the SL, and as part of this discussion, an assessment as to their preparation for return to civilian life should have been made. During discussions between the LM/1RO/DO/TC and the SL, an assessment as to their preparation for return to civilian life should be made. The SL Life Checker, undertaken by the SL but reviewed by the LM/1RO/DO/TCs, should determine if they are LIKELY to be at risk of homelessness. The Release Office should also usually ask the SL if they/their family are at risk of homelessness upon discharge.

   a. As a referral cannot be made without the SL's consent, COs, or their representatives, should ensure that the SL understands the purpose of the referral, and consents to information and contact details being passed on to aid with their housing needs.

   b. It is advisable to obtain the SL's signature to confirm that they have consented to a referral being made, however oral consent is acceptable. Consent should be informed, accounting for circumstances where the SL would not benefit from a referral being made. Some guidance is offered in Para 5520c 'Referral to Veteran Services with contact details at Para 4.e below.

2. **Referral Refusal.** If a SP/SL refuses to give consent for a referral to be made, this must be recorded by the CO on JPA. No further action is required, and the Armed Forces' 'Duty to Refer' is discharged, assuming appropriate signposting has been provided.

3. **Records.** Records must be kept so that COs can demonstrate their 'Duty to Refer' responsibilities have been discharged for governance purposes. It is recommended that a SL's housing situation and any associated risk, is identified and recorded as part of the exit interview, and the Release Office is informed to ensure this is recorded correctly. Release Office staff MUST ensure that both refusal to give consent and referrals to local authorities for those at risk of homelessness are recorded within the corresponding discharge documentation. Additionally, the CO may wish to record this in JPA when they undertake their discussions with the SL.

4. **Continued Welfare Support.** COs (or Line Manager/1RO) must continue to provide existing welfare support to refer those at risk of homelessness to the relevant the relevant Local Authority regardless of their location within UK. There is a responsibility to support SPs and SLs based in England, Scotland, Wales or Northern Ireland, as well as units based abroad.

[1] JSP100 Part 2

a. Those SLs who intend to settle in the Devolved Administrations, who are at risk of homelessness, and consent, should be referred to the Local Authority in a Devolved Administration they wish to locate/relocate to. This can be undertaken directly, or through the Veteran Services.

b. Whilst this is relatively easy for Army and RAF personnel, the nature of RN assignments and deployments with the potential for our people to already be located outside of base port areas or to relocate during their resettlement means that there is likely need for greater support.

c. COs should consider whether a SL is LIKELY to be homeless or become homeless during or after their discharge from service. If this appears to be LIKELY, COs and their representatives shall:

d. Assess what sort of help an SL might most benefit from Veteran Services[2] help for SL or SSAFA Mentoring.

e. Contact Veteran Services **DBSVets-DTS-Central@mod.gov.uk** who will provide support and guidance to access a range of appropriate health, financial and support services across government and charitable sources. They will support housing need as well as undertake a holistic assessment of all needs as per JSP100. In service refer guidance to Veteran Services using the DTRP1 form.

f. For those who are likely to benefit from more intensive 1-2-1 mentoring to motivate, support, build resilience and empower service leavers, refer to SSAFA Mentoring (**mentoring@ssafa.org.uk**).

g. Organisations exist, both internal and external, able to offer assistance/advice to the Command, and to the individual as required (not exhaustive):

(1) **https://www.royalnavy.mod.uk/community-and-support/advice-and-support/local-support.**

(2) For Housing Advice: **https://www.gov.uk/guidance/information-and-guidance-on-civilian-housing**

h. Further reading and amplifying guidance on the 'Duty to Refer' can be found at:

(1) Homelessness Reduction Act 2017 **https://www.legislation.gov.uk/ukpga/2017/13/contents/enacted.**

(2) A Guide to the Duty to Refer - Gov.UK, **https://www.gov.uk/government/publications/homelessness-duty-to-refer/a-guide-to-the-duty-to-refer.**

(3) JSP 100: Holistic Transition Section 5

[2] https://www.gov.uk/guidance/help-and-support-for-service-leavers-and-their-families.

ANNEX 55G

CONTINUUM AND SPECTRUM OF EMPLOYMENT

There are a range of employment opportunities within wider Defence and MoD that may interest those leaving the RN.

1. Civil Service

The Great Place to Work for Veterans scheme is designed to encourage more veterans to join the Civil Service when they leave the armed forces, ensuring the Civil Service benefits from the wide range of skills and talents in the armed forces community. As part of the Government's ongoing commitment to those who served, this is an opt-in recruitment scheme which allows former members of the armed forces who meet the minimum criteria to progress to the next level with their application for most vacancies – whether that's an interview or an online test. All appointments will continue to be made on merit. Roles within the scheme are available at various grades, in functions and professions across the Civil Service. When applying for roles in civil service jobs, applicants will be prompted to enter whether they are eligible for *The Great Place to Work Initiative* by confirming that they have served in the armed forces. **www.civil-service-careers.gov.uk/great-place-to-work-for-veterans**.

2. Maritime Reserves (MR) – The Firefly Scheme

The *Firefly Scheme* was introduced to increase the awareness of the MR proposition to trained[1] RN and RM personnel and to introduce a fast-track entry process that enabled their seamless entry[2] to the MR as a Part-Time Volunteer Reservist (PTVR) immediately on leaving Regular service. Personnel earn their daily rate of pay and as long as they achieve annual commitment (currently 24 days). This qualifies PTRVs to their Certificate of Efficiency and additionally, an annual tax-free bounty of up to £2,209. Appendix 55G1 **Figure 55G1-3** details **joining criteria.**

a. To maximise opportunities for knowledgeable, skilled and experienced SLs to join the MR, the maximum period from which personnel can apply after leaving Regular service is **now extended to 36-months**.

b. The following eligibility criteria apply:

(1) **Age.** The maximum age to join the different Professions within the MR is detailed in the Job Eligibility Matrix (JEM)[3].

(2) **Medical.** The medical eligibility is determined within Appendix 1 and 2 and applicants should normally meet the in-Service medical standards. and the Pre-entry Medical Employability Board (MEB) may assess the employability of applicants with medical limitations.

[1] Completed Phase-1 and Phase-2 training.
[2] If applying before leaving Regular Service, which results in no break in service.
[3] https://modgovuk.sharepoint.com/sites/IntranetNavy/SitePages/jem.aspx

(3) **Appraisal.** The last Appraisal should[4] have a positive recommendation for Further Naval Service[5].

(4) **Trained Status.** All fully trained[6] personnel are eligible to apply. Part-Trained[7] applicants are to apply via the Re-Joiners and Inter-Service Transfer Team (RISTT)[8] and will be considered for *Firefly* if this is deemed the optimal route for their entry to the MR.

(5) **Discharge Categories.** The discharge categories in BRd3(1), Ch 12[9] apply to all *Firefly* applications. RISTT must be contacted if there is any doubt about the validity of former service documents or discharge categories.

(6) All other routine entry criteria as detailed in BRd3(1), Ch 101[10].

b. **Firefly Application.** Expressions of interest (EOI) and requests for the Firefly Application Form are to be submitted to: **NAVYPEOPLE-CMRESFFMAILBOX@mod.gov.uk.**

(1) Applications are to be submitted no later than 3-months before the end of the eligibility period (i.e. three months before end of Service date, or 33-months after leaving Regular service).

(2) Prior to applying, personnel are encouraged to review the career opportunities within the MR via the RN's Recruit and Attract website[11].

(3) Applications received from OF4s and above will be discussed with CMRHQ[12] and approval will be dependent on SQEP and liability at the time of application.

(4) The application process is detailed in Appendix 3.

(5) The final decision to enter the MR therefore lies with the Registrar of Reserves[13].

[4] It is acknowledged that some service leavers may not have considered the MR as an option after Regular service and therefore this may have been omitted from their final Appraisal. Applications from personnel with a final Appraisals with a "no" recommend will be rejected.
[5] https://modgovuk.sharepoint.com/sites/defnet/HOCS/Documents/JSP757_Part2_Vol1.pdf
[6] Completed Phase-1 and Phase-2 training.
[7] Completed Phase-1 training but left the service before completing Phase-2 training.
[8] https://www.royalnavy.mod.uk/organisation/maritime-reserves.
[9] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch12.pdf.
[10] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_0003/BRd_3_1/ch101.pdf.
[11] https://www.royalnavy.mod.uk/careers/royal-navy-reserves/firefly-scheme.
[12] Sent to NAVY PEOPLE-MR HQ Policy SO1.
[13] NAVY PEOPLE-CM RES SO1.

b. **Terms and Conditions of Service (TCOS).** All personnel entering the MR will be placed on new Reserve Service TCOS, which will account for the needs of the MR and Profession, and previous service, seniority, and rank/ rate. Each TCOS letter will be designed to make the offer attractive, whilst ensuring current PTVRs are not disadvantaged.

(1) **Training.** The TCOS letter will include any training activities required by the applicant where they are not already fully qualified for their chosen/ allocated MR Profession. Where an individual entering requires a branch transfer to a new specialisation, these training activities will include the elements of the individual's new training matrix below the rank that they enter, to ensure professional competency in new specialisation. Any waivers or exemptions to training are to be discussed/awarded at the entry point and are authorised by NAVY PEOPLE-WFPT STRAT RES SO2.

(2) **Rank/Rate.** Where possible, individuals will enter at the rank/rate they held when leaving the service. However, where there is a low workforce requirement, such as at OF4/5 and OR8/9, or when an individual is also branch transferring and is largely unqualified in their new specialisation, the entrant may be offered a lower substantive rank/rate. This is at the discretion of the NAVY PEOPLE-WFPT STRAT RES SO2.

(3) Personnel who were discharged from Regular service with an ill-health award are advised to seek professional advice on the impact that joining the MR will have on any financial award.

(4) If an individual subsequently leaves the MR, the balance of any ex-Regular Reserve Liability that may remain will then be resumed.

3. Full Time Reserve Service (FTRS)

FTRS provides full time RN employment opportunities for personnel from either former regular service or Maritime Reserve. Opportunities will exist on different TACOS and commitment level. All opportunities are advertised on the 'Serve - Find Forces Jobs' website[14]. Full details on FTRS service are in BRd3 (1) Chapter 102.

4. Royal Fleet Auxiliary (RFA)

If you are leaving regular service and still want a career at sea, then the RFA may be an alternative to consider. Whilst the recruitment process is based on your own personal circumstances, applicants must be British, Irish or Dual Nationality. Foreign and Commonwealth must have a Residence Permit with 'Indefinite Leave to Remain' or a UK Passport. You must be resident in the UK for at least 4 of the past 5 years. Certain branches are only open to sole UK Citizens. All current RFA vessels are compliant for Seafarers Earnings Deduction, whereby you are entitled to claim refunds on your income tax contributions subject to meeting the specific qualifying criteria set by HMRC. For more information, contact: **NAVYCNR-RFAGROUPMAILBOX@mod.gov.uk**.

[14] www.findforcesjobs.mod.gov.uk

5. Military Provost Guard Service (MGPS)

The primary role of the MPGS is to counter the terrorist threat posed to military bases within the UK mainland through the provision of armed guarding services. The MPGS is part of the Adjutant General's Corps and is under the direction of Provost Marshal (Army), who is the Director and Head of Service. MPGS units are formed under the command of their respective Head of Establishment, with Provost Marshal (Army) maintaining technical standards through assurance inspections. Army General Admin Instruction (AGAI) Volume 2, Chapter 43, Part 9: Adjutant General's Corps - Military Provost Guard Service (MPGS) provides full details and can be obtained by contacting APC Glasgow MPGS Sldr-2E1 (MPGS Transfers) **ArmyPM-MPGS-Recruitment@mod.gov.uk**.

a. **Terms and Conditions of Service (TCOS).** MPGS personnel are former regular personnel who have elected to serve on a Military Local Service Engagement (MLSE) which is a 3-year mutually agreed contracts, up to the age of 60.

(1) **Age.** You must be over 18 years and no more than 57 years of age at re-enlistment. Background: You must have served for at least three years on a previous engagement in any Arm or Service including Royal Navy, Army and RAF Reserves.

(2) **Career Break.** You should have less than six years gap between previous service and re-enlistment for all ranks. For those with a previous service gap of more than 6 years, and up to 10 years, the opportunity is available to re-enlist providing you previously held substantive OR4 or above.

(3) **Fitness.** You must be medically fit and have a Body Mass Index of < 32kg/m2.

(4) **Service Check.** Previous service records will be checked and final authorisation to proceed with the application must be given by the Army Personnel Centre.

(5) **Full UK Driving License.** Full driving license is required with less than 8 penalty points.

(6) **Rank on entry.** All MPGS SP start at OR2 (Pte Rank) regardless of rank in their previous service.

(7) **Promotion.** MPGS personnel are promoted on merit using the SJAR system & are subject to competitive boarding at the Army Personnel Centre, Glasgow. Promotion opportunities from OR2 – OR8.

6. Defence Equipment & Support (DE&S)

Defence Equipment & Support (DE&S) is a specialist procurement arm of the Ministry of Defence (MOD). DE&S employs around 12,500 people, operating at sites throughout the UK and around the world, negotiating and managing contracts with the UK and global defence industry. Responsible for developing, supplying and maintaining equipment for the UK Armed Forces, the Military Transition Scheme support those who are leaving the Armed Forces (including spouses/partners) across a wide range of professions, from project managers to engineers, and logistics experts to business managers and commercial specialists. For further information: **www.des.mod.uk/careers/military-leavers**.

7. Defence Nuclear Organisation

The Defence Nuclear Organisation (DNO), part of the MoD oversees all defence nuclear business, excluding operations, responsible for providing nuclear deterrence, overseeing the Defence Nuclear Enterprise (DNE), which includes all the organisations, programmes and people within government that sustain the UK's strategic nuclear deterrent and advising on UK nuclear policy, planning and international cooperation on nuclear matters. DNE is a partnership of organisations that operate, maintain, renew and sustain the UK's nuclear deterrent. DNO roles are advertised under CS jobs, and more information on roles with DNE are found at: **www.defencenuclearenterprise.com/careers**.

8. Cadet Force Adult Volunteer (CFAV)

A Cadet Force Adult Volunteer (CFAV) is someone who helps instruct and advise Sea, Army, or Air Cadets at their weekly training sessions. Volunteers work with other Adult Volunteers to deliver a programme of activities for young people aged 10 to 20 (depending on the Cadet Force), supporting some weekend activities and an Annual Camp in the summer. For more information, **www.adultvolunteer.org.**

APPENDIX 1 TO ANNEX 55G

FIREFLY APPLICATION PROCESS

Figure 55G1-1. Medical Eligibility and Process (Seamless Entry)

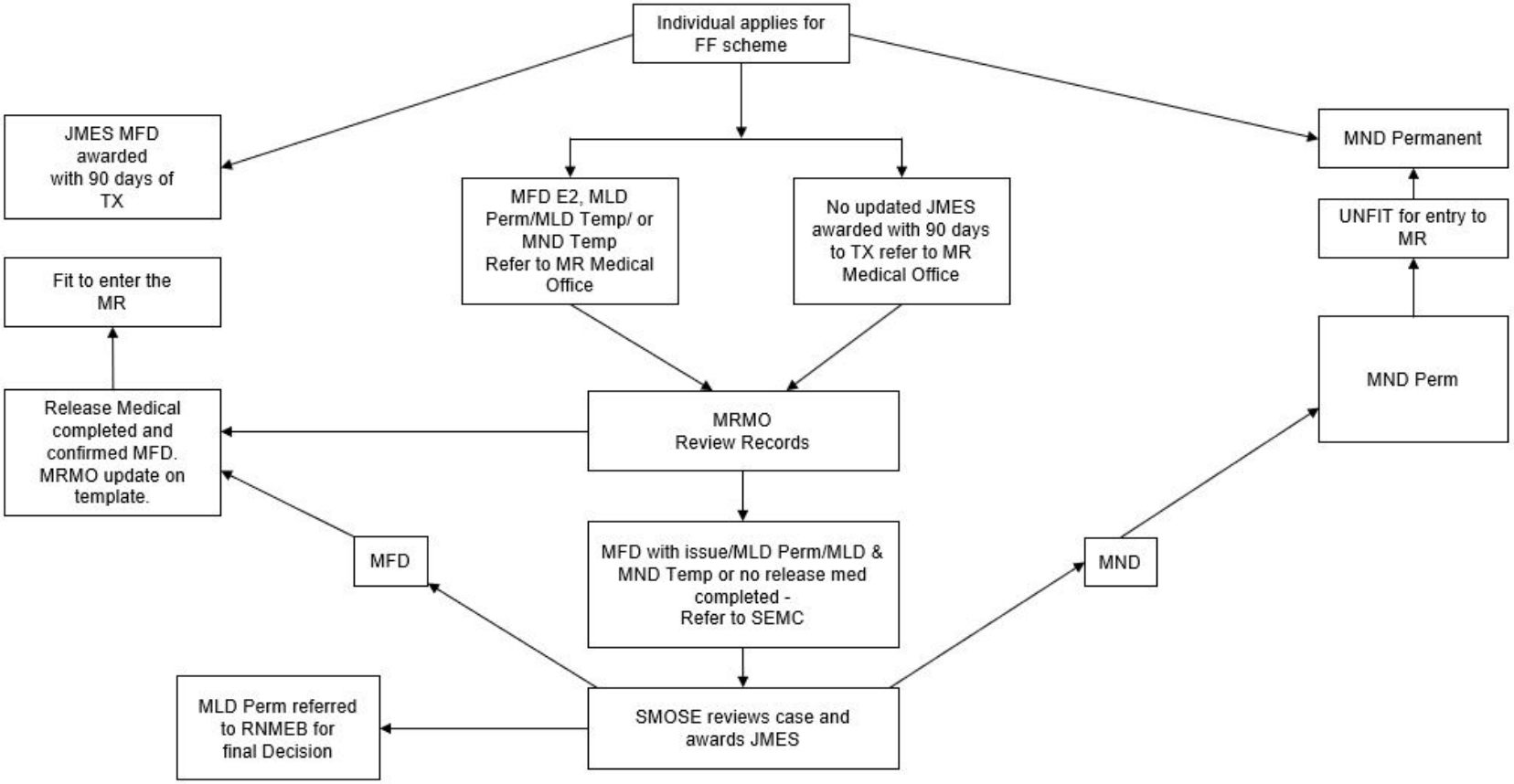
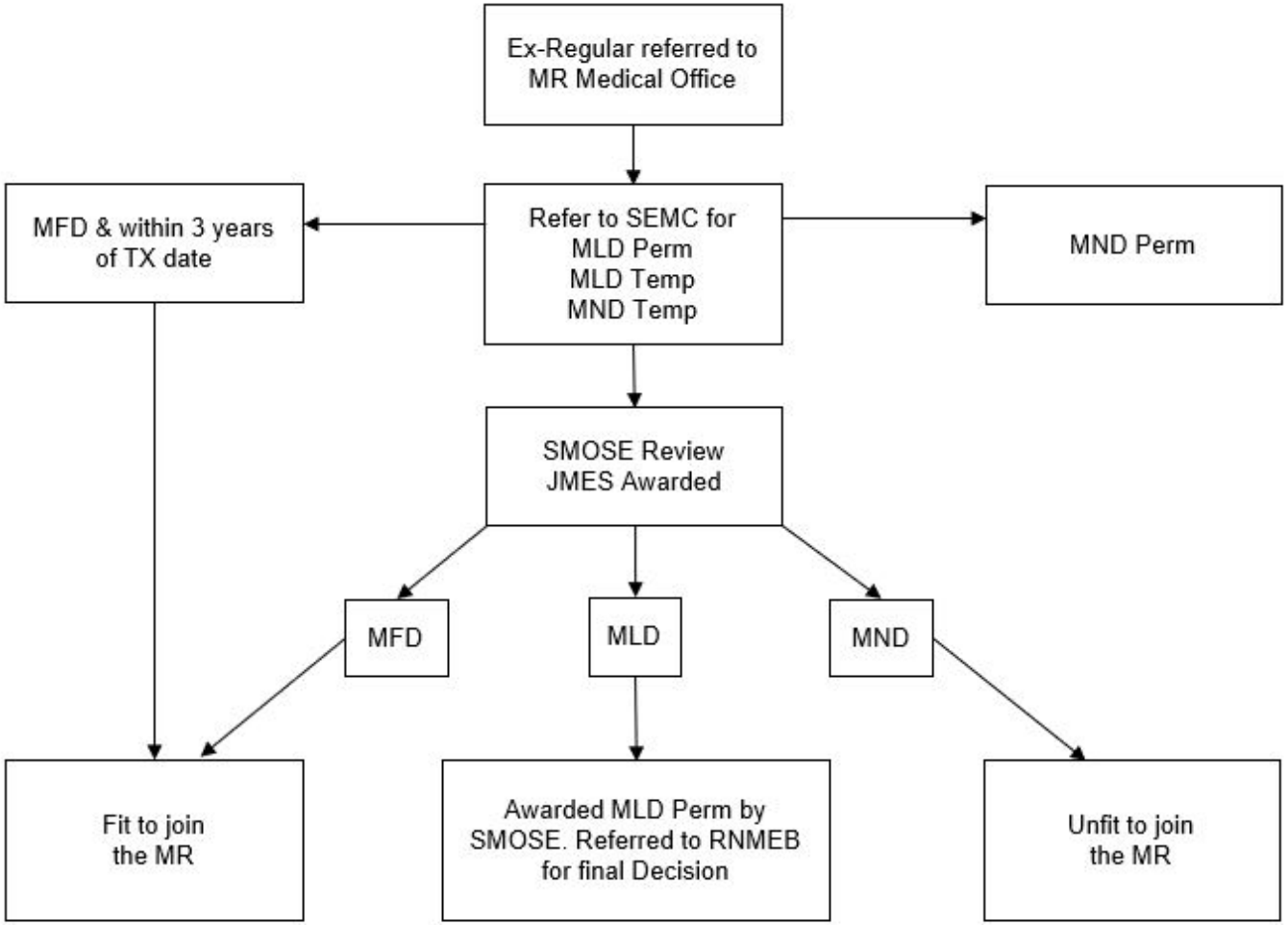


Figure 55G1-2. Firefly Process



Note: Candidates applying to join the Maritime Reserves within **36 months** of their discharge medical examination and who were discharged MFD do not require further medical examination. This update will be reflected in BRd1750A Para 0315.b[1] at the next update.

[1] http://web.apps.royalnavy.r.mil.uk/fpgo/BRd_0001_4999/BRd_1750a/BRd_1750a/BRd_1750a.pdf

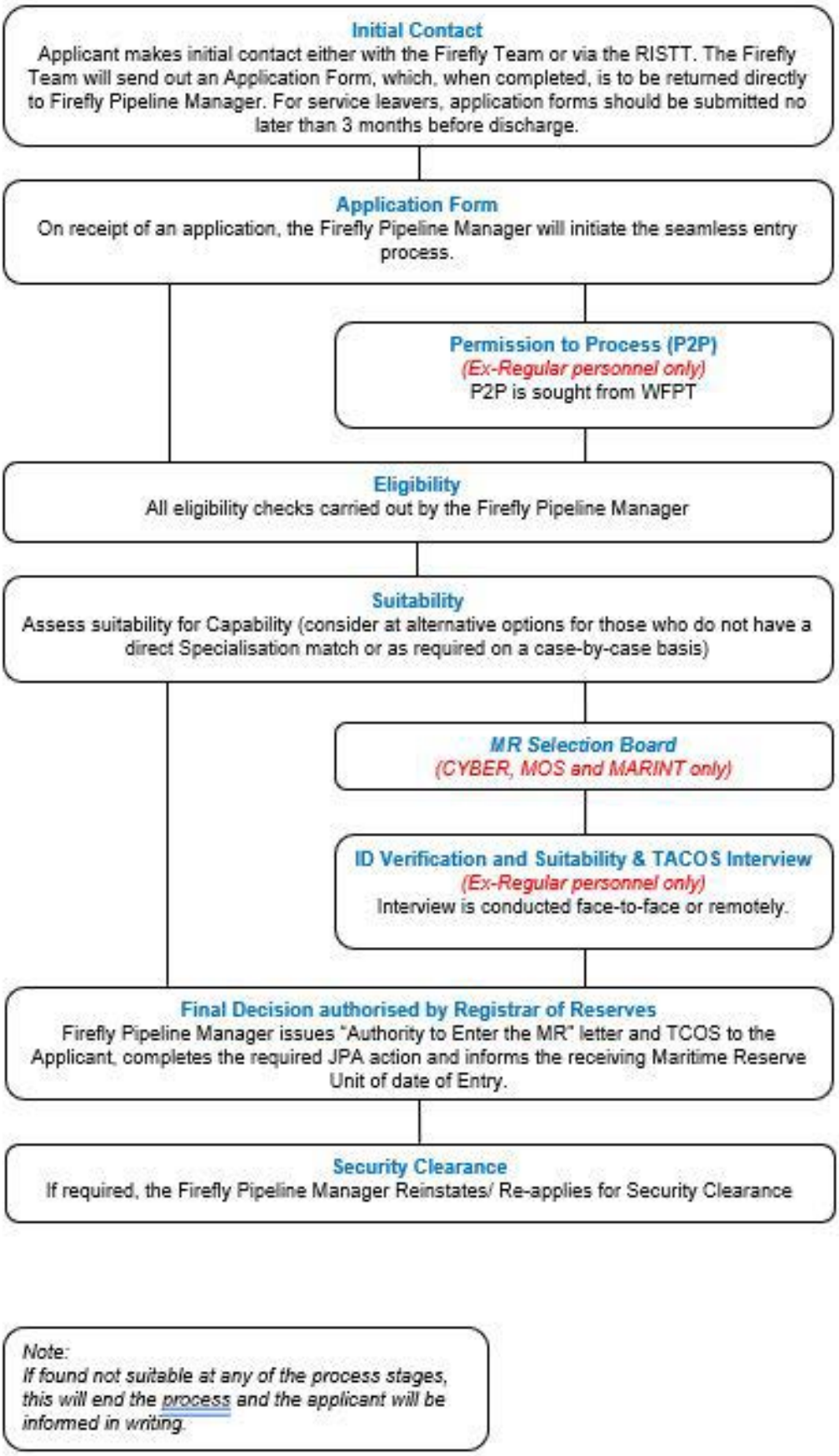



Figure 55G1-3. Firefly Application Process